

Grant Solicitation Waiver Instructions

WHEN TO USE: For approval of grant solicitation waivers under [Administrative Code Section 21G.8](#), where:

- A competitive process is infeasible or impracticable
- A Public Purpose may reasonably be accomplished by one particular Grantee

Per the City Purchaser's Administrative Code Chapter 21G Rules and Regulations, this Waiver Form is **not required** for grants awarded in accordance with Administrative Code Sections:

- **21G.3(a)(1):** Grants to a governmental entity for programs, activities, or services that can be practically performed only by that particular entity
- **21G.3(a)(2):** Grants to a specific entity as required to comply with applicable law or contract, or as a result of the requirements of the funding source
- **21G.3(a)(3):** Grants made for improvement to property by a property owner
- **21G.8(c):** Grants to any of the four City-owned community cultural center

INSTRUCTIONS: Complete this Grant Solicitation Waiver Form to request approval to waive the competitive solicitation requirements under Administrative Code Section 21G.8. Provide specific and comprehensive information to justify why the requested grant should be awarded absent a solicitation. Attach appropriate/required supporting documentation.

The Grant Solicitation Waiver Form must be signed by the Granting Officer or their designee. The Solicitation Waiver must be fully approved before the department makes a commitment to the grantee, and before City funds are encumbered. If the Solicitation Waiver request is denied, the department must conduct a competitive process to select the grantee(s).

For extensions of Solicitation Waivers for a previously awarded sole source grant, attach a copy of all prior approved Solicitation Waivers or other sole source determinations by the relevant authority.

Submit Grant Solicitation Waiver Form for final approval as follows:

- **Granting Agencies under jurisdiction of a commission or board:** to the commission or board, recommending waiver of solicitation requirements for this grant award.
- **Granting Agencies with no board or commission:** to the Purchaser (oca@sfgov.org), who shall convene the Grant Consensus Committee¹ to review the request.

Once fully approved, upload this signed form, all supporting documentation, and commission, board, or Grant Consensus Committee final approval, as applicable, to PeopleSoft. Select the appropriate Purchasing Authority for the grant award in PeopleSoft.

¹ Representatives from the Controller's Office, Human Resources Department, Office of Contract Administration, and City Attorney's Office

Grant Solicitation Waiver Form

Department: <u>WOM</u>	Phone: <u>415-252-2570</u>
Dept. Contact: <u>Kimberly Ellis</u>	Email: <u>kimberly.n.ellis@sfgov.org</u>

Request: <input checked="" type="checkbox"/> New <input type="checkbox"/> Modification	Grantee: <u>Freedom Forward</u>	Supplier ID: <u>0000039351</u>
Short Description of Grant: <u>capacity building funds for the only youth-led center in San Francisco</u>		

Grant Amount: <u>\$325,000</u> <i>(Attach itemized budget if available)</i>	Grant Duration: <u>FY23 - January</u>
Anticipated Dates: From Jan 1, To June 30, 2023 2023	
Describe the Public Purpose to be fulfilled by this Grant: <u>to support and help build the capacity for the only youth-led center in San Francisco.</u>	

Justification for Waiver of Competitive Solicitation Requirements

Check the appropriate solicitation waiver reason and address the questions listed. Attach additional supporting documentation as indicated and/or as necessary.

Competitive solicitation infeasible or impracticable

- Is this grant required to respond to a public emergency or other exigent circumstances? Yes No
- If **YES**, provide a description of the public exigency or emergency, need for the sole source Grant and period of performance, and impact on the Public Purpose if the sole source Grant is not approved.
- If **NO**, grant is *not* required to respond to public emergency or other exigent circumstance:
 - Why is a competitive process infeasible or impracticable?
 - Why is this the only entity that can fulfill this Public Purpose? What does the entity offer that is essential to fulfilling the Public Purpose?
 - What steps were taken to verify that this is the only entity that can fulfill this Public Purpose? Has the department contacted other entities to evaluate their ability to fulfill the Public Purpose, and if so, describe the entities and explain why they cannot meet the department's needs.

Public Purpose may reasonably be accomplished by one particular Grantee

- Why this is the only entity that can fulfill this Public Purpose? What the entity offers that is essential to fulfilling the Public Purpose? Freedom Forward oversees the only youth-led high-risk multi-services center in San Francisco that houses service providers on-site, including mental health, education services, case management, technology and IT classes, and workforce development. They also provide basic needs, including laundry, showers, a clothing boutique, and various youth-led activities like a hip-hop youth conference. While many youth centers provide a few of these services, none offer them in a way that youth can access all at once and without contingencies. Freedom Forward also utilizes a youth advisory board, many with lived experiences, including commercial sexual exploitation and homelessness.
- What steps were taken to verify that this is the only entity that can fulfill this Public Purpose? Has the department contacted other entities to evaluate their ability to fulfill the Public Purpose, and if so, describe the entities and explain why they cannot meet the department's needs. The Department reached out to various organizations running youth centers to evaluate if they could provide a low-barrier multi-service center that serves all youth and allows for youth voice and choice, providing multiple on-site services, basic needs, and support. The Department spoke with Young Women's Freedom Center, LYRIC, Larkin Street, and neighborhood-specific youth centers. While all the organizations could provide a specific service or basic need, they could not offer a low-barrier multi-service center like Freedom Forward. They would need a significant amount of funding to do so. Many of these centers are also focused on working with specific neighborhoods.

